

Professional Service Corporations (N.J.S.A. 14A:17-1 et seq.) are not required to obtain a Certificate of Authorization.

- \* Must complete "Details of Ownership" if offering Building Design Services pursuant to Section 8.  
 \*\* Must also receive a "Certificate of Authorization" from the New Jersey State Board of Architects.

**State of New Jersey**  
 DEPARTMENT OF LAW & PUBLIC SAFETY  
 DIVISION OF CONSUMER AFFAIRS  
 STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
 P.O. Box 45015  
 NEWARK, N.J. 07101

**Application for Certificate of Authorization  
 To Provide or Offer to Provide**

Check as appropriate:

- ☐ Engineering  
☐ Land Surveying  
☐ Engineering & Land Surveying  
☐ Building Design Services\*  
☐ Engineering & Architecture \*\*

**INSTRUCTIONS**

1. This form must be typewritten.
2. If any space is inadequate, use a separate sheet.
3. Enclose check (see separate instruction sheet for amount of fee) payable to State Board of Professional Engineers & Land Surveyors.
4. Business addresses listed on this application must be numbered.
5. Attach Certificate of Good Standing issued by the New Jersey Department of the Treasury and the Secretary of State or other appropriate official of the state of incorporation if other than New Jersey.
6. Return original to Board at the address above.
7. Biennial renewal of the Certificate of Authorization is required. You will be billed in advance of the expiration date.

Applicant (Name of Corporation)				State of Incorporation		Date of this application	
Address of principal office in State of Incorporation (1)				If a "foreign" corporation (incorporated elsewhere), do you have a certificate of authority from the New Jersey Department of the Treasury? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Address of principal office in New Jersey (if different from above) (2) <input type="checkbox"/> none							
Addresses of other offices where professional services will be offered or provided in New Jersey. (Each office must be sequentially numbered beginning with 3; as 3, 4, 5, etc.)						I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of engineering and land surveying in New Jersey.	
<b>CORPORATE OFFICERS</b>							
Name	Title	Home address	N.J. License Number		Signature		
			Prof. Eng.	Land Surv.			

IMPORTANT NOTICE TO ALL PROFESSIONAL ENGINEERS AND LAND SURVEYORS

RE: CERTIFICATE OF AUTHORIZATION

Please be advised that any corporation (except a professional service corporation established pursuant to the Professional Service Corporation Act, N.J.S.A. 14A:17 et seq.), offering or providing professional engineering and/or land surveying services in the State of New Jersey must obtain a Certificate of Authorization from the State Board of Professional Engineers and Land Surveyors to perform these functions. Any corporation offering or providing said services without the requisite Certificate of Authorization is in violation of N.J.S.A. 45:8-56.

CERTIFICATE OF AUTHORIZATION INSTRUCTION SHEET

- The form must be typewritten, separate sheets may be used for additional information.
- An application fee of \$120.00, made payable to the Board of Professional Engineers and Land Surveyors, must be submitted with the application. (The two year registration fee for the period July 1, 2002 to June 30, 2004 is \$120.00). The application fee for all applications received after June 30, 2003 will be reduced to \$60.00.
- The corporate seal is required on the back of the application where it states Corporate Seal.
- A notary seal is required in the two areas provided on page two of the form. Also provide two signatures of a Corporate Officer where indicated.
- Biennial renewals of a CERTIFICATE OF AUTHORIZATION is required. A renewal notice will be mailed to the address of record, two months prior to the expiration date (June 30, 2004). A certificate of good standing is not needed to be included with your renewal applications. Any renewals received after June 30, 2002 will be charged an additional \$50.00 late fee.
- Any changes (corporate address, address of record, if different, professional engineer and/or land surveyor in responsible charge, corporate officers, etc.) must be reported in writing within thirty days of the change.
- A CERTIFICATE OF GOOD STANDING issued by the New Jersey Department of Treasury is required with all applications, both domestic (a New Jersey corporations) and foreign (out of state corporations). To obtain a Certificate of Good Standing call the Department of Treasury at (609) 292-9292 and request for a (Short Form Standing), which is the Certificate of Good Standing. Foreign corporations may need to request for a Certificate of Authority to do business in New Jersey before obtaining a Certificate of Good Standing.
- Foreign corporations (out of state corporations) must also present a Certificate of Good Standing issued by the state in which the business was incorporated.
- Return the Certificate of Authorization application along with the Certificate of Good Standing(s) to the following address:

BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
PO BOX 45015  
NEWARK, NJ 07101

- Once your Certificate of Authorization application has been approved, you will be issued a Certificate number, that certificate number must also be indicated in your Title Block.

• NOTE: Applications not signed, notarized or dated will be returned.

PLEASE INDICATE THE CONTACT PERSON IN YOUR FIRM AND THE ADDRESS THAT THE CERTIFICATE SHOULD BE MAILED TO.

#### CERTIFICATE OF AUTHORIZATION GUIDELINES

To be completed only if applying for

BUILDING DESIGN SERVICES (Pursuant to Section 7)

The board shall issue a Certificate of Authorization to qualified corporations subject to the requirements of subsection a. of section 7 of P.L. 1989c. 276 (C.45:8-56) shall, in addition to the requirements provide therein, be subject to the following:

A corporation may offer to provide Building Design Services if:

1. two-thirds ( $2/3$ ) of the directors shall be professional engineers; and
2. a minimum of 20% of the shares shall be owned by professional engineers.

Persons in responsible charge listed below must include the numerical identifier of their work location following their name in the column below. If a licensee is in responsible charge of more than one office, use a separate line for each office and attach an explanation. If a licensee is also in responsible charge of engineering or land surveying services for other business entities or as a sole proprietor, he/she shall place an X in the column next to his/her signature and attach details of all such associations. List all personnel in responsible charge who act on behalf of the corporation as a professional engineer or land surveyor.				I hereby certify that I am familiar with the laws and regulations governing the practice of engineering and land surveying in New Jersey and the definition of "responsible charge" therein and my responsibility under this definition.	
NAME	N.J. License Number		HOME ADDRESS	X	SIGNATURE
	Prof.Eng.	Land Surv.			
			(Use an additional sheet if necessary.)		

Any changes in the above information must be reported to the board within 30 days after such changes become effective.  
Under oath, I declare that the foregoing statements, to the best of my knowledge and belief, are true and made in good faith.

Signed (Corporate Officer) Typed Name:		Title:		Date	
Subscribed and sworn to before me this _____ day of _____, _____.					
County and State		Signed (Notary Public)		Date Commission Expires	Seal of Notary Public
Corporate Seal	Name of Corporation		Signed (Authorized Officer) Typed Name:		Title
Before me personally appeared the signer of the above, who acknowledged himself/herself to be the authorized above-named officer of the above-named corporation and that he/she being authorized to do so, executed this application for the purposes stated by signing the name of the corporation by himself/herself as the authorized officer. In witness thereof:					
County and State		Signed (Notary Public)		Date Commission Expires	Seal of Notary Public

**For Office Use Only**

Approved	State Board of Professional Engineers and Land Surveyors	Signed	Date
Fee	Date Issued	P.E./L.S. Certificate of Authorization Number	

## DETAILS OF OWNERSHIP

**AUTHORITY:** Required by Section 8e (1) and (2), P.L. 1989, Chapter 277

**Required Information:** (1) Provide the names of all directors, two-thirds of whom must be professional engineers, and  
 (2) The number of shares owned by engineer stockholders


### A. BUILDING DESIGN SERVICES

Name of Director/Stockholder	D* S B	Number of Shares Owned	New Jersey Professional Engineer License Number, if applicable	For Office Use Only
Total Shares Issued & Outstanding		(Use an additional sheet if necessary.)		
* D=Dir S=Stckh B=Both				

**B. ENGINEERING & ARCHITECTURE**Authority: Section 5a and 5b, P.L. 1989, Chapter 275

DEFINITION: "Closely Allied Professional" means and is limited to licensed architects, professional engineers, land surveyors and professional planners. P.L. 1989, Chapter 275, Section 1f.

Required Information: Must meet corporation requirements listed in chart 1, part A.

Name of Director/Stockholder	D* S B	Number of Shares	PE License Number	PLS License Number	Architect License Number	Planner License Number	For Office Use Only
Total Shares Issued & Outstanding 							
* D=Dir S=Stckh B=Both							